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OFFICE OF OPERATIONS

FUNCTIONS AND ACTIVITIES:

Foreign Documents Division

Under the direction of the Assistant Director for Operations the Foreign Documents Division (a) exploits foreign language newspapers, periodicals, books, monographs, captured documents, and other documents for intelligence information in answer to continuing programs established on the basis of recommendations of the NSCID 16 Advisory Committee and specific requirements from offices of CIA and the IAC agencies; (b) provides a translation service, directs the use of contract funds for translation of unclassified material requested by offices of CIA, and coordinates the translation activities of the intelligence agencies to avoid duplication of effort;

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(d) analyzes propaganda appearing in Soviet and Satellite publications for estimating offices of CIA; (e) undertakes documentary research or direction of external research from foreign language sources as requested by offices of CIA; (f) and provides within the capabilities of the Division, translation service in the rarer languages on specific request of the IAC agencies.

On the basis of collection directives and information requirements, the documents are screened and scanned and information of value is extracted, summarized, abstracted, collated, or compiled so as to answer most adequately these requirements. Current foreign language press information is published on a high-priority timely basis. The information thus collected is then issued by the Division in the form of reports, summaries, or translations for dissemination by OCD. Industrial, biographic, graphic and other specialized intelligence material is translated or abstracted and forwarded directly to the appropriate registry or office. The Division works closely with the offices of CIA and the other intelligence agencies in the interest of avoiding waste and duplication of effort in the exploitation and translation of documents by maintaining a central cross-indexed card file of all foreign language exploitation or translation projects in process or completed by them. In addition, the Division publishes monthly a Consolidated Translation Survey to keep the IAC agencies abreast of what is being translated by US intelligence agencies, other Government agencies, private enterprise, universities, and certain foreign governments.

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15 September 1954

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Foreign Documents Division

FUNCTIONS AND ACTIVITIES (Cont'd):

Office of the Chief

This Office directs: (a) the exploitation of foreign language documents in accordance with the information requirements of the offices of CIA and the IAC agencies; (b) the development of new sources, methods, and techniques for such exploitation in order to assure the best possible coverage of available source material; (c) the review of all available foreign language documents to determine their applicability to existing intelligence needs; (d) the provision of press propaganda analysis and psychological warfare support to certain CIA offices; and (e) the coordination with other government agencies and representatives of foreign governments in connection with foreign language document exploitation as directed by the Assistant Director for Operations. The office directs a central translation service to support informational and operational needs of CIA and to fulfill, when workload permits, the translation requests of other approved intelligence agencies.

Administrative Staff

The Administrative Staff provides administrative control of Division personnel; plans and advises upon administrative policies and procedures; provides supply, property, budget, space, communications, and message center services; interviews applicants and processes personnel actions; objectively analyzes the capabilities and qualifications of branch personnel in the light of position requirements in order to effect more efficient utilization of personnel; supervises security, safety, fire, and other emergency matters in compliance with CIA regulations; coordinates training of FDD personnel with the Office of Training; controls internal routing of official correspondence; and in addition, is responsible for the internal receipt, routing, and control, of intelligence reports received from OCD.

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Foreign Documents Division

FUNCTION AND ACTIVITIES (Cont'd):

Reports Branch

The Reports Branch (a) assigns all requirements received by the Division and coordinating divisional projects as directed by the Division Chief; (b) screens all foreign language material received by the Division and controls document procurement requests, including estimating and adjusting the budgetary allocations for this purpose; (c) edits and prepares for reproduction all material produced by the Division for publication; (d) maintains complete and continuous records of the Division's exploitation and reporting operations, and prepares monthly statistical reports of the Division's operations and other special reports as required; (e) processes and accounts for all material assigned for translation outside the Division; (f) directs and records the transmittals to the appropriate CIA offices of all reports and translations prepared in the Division; (g) controls and reports inter-agency liaison by Division personnel, as required by CIA regulations; (h) maintains in cooperation with other US intelligence agencies, a Document Exploitation File for prevention of duplication in the exploitation or translation of foreign-language documents; (i) publishes a monthly report on foreign-language exploitation and/or translation for use of the IAC agencies; (j) requisitions all reproduction work, copying and bookbinding, required by the Division; (k) maintains complete files of FDD's reports for reference purposes; and (l) coordinates and controls the Division's Records Management program in compliance with Agency policy and in coordination with Management Staff.

USSR, Scientific & Technical, Far East, Eastern Europe, and Western World Branches

The functions of these operational branches are essentially the same except for subjects or area responsibility given separately below. The branches (a) exploit foreign-language documents for intelligence information concerning their area or subject in answer to continuing programs developed on the basis of recommendations of the NSCID-16 Advisory Committee, subject to the approval of the Assistant Director for Operations, and in answer to specific requirements of offices of CIA and IAC agencies; (b) provide translation and interpretation service upon requests from offices of CIA and when possible for other intelligence agencies; (c) provide abstracting

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Foreign Documents Division

FUNCTIONS AND ACTIVITIES (Cont'd):

USSR, Scientific & Technical, Far East, Eastern Europe, and Western World Branches (Cont'd)

service on covert foreign-language documents procured by the Agency; (d) support propaganda analyses; and (e) undertakes research or directs external research from foreign language sources as requested by responsible CIA offices.

The branches review all available foreign-language documents to determine applicability to existing intelligence requirements pertinent to their area or subjects, initiate procurement requests for necessary documents, analyze, select, extract, summarize, translate, compile, or collate intelligence information in the exploitation of such documents, prepare intelligence information reports and analyses, maintain liaison with their counterparts in components of the offices of CIA and the IAC agencies.

USSR Branch

Covers the USSR in all fields except scientific intelligence. It is composed of the following seven sections: Materials, Industrial, Services (Transportation, Utilities, and Communications), Economic Management and Manpower, Political and Sociological, [redacted] and Special Projects.

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Scientific and Technical Branch

Covers the scientific and technical fields. It is composed of the following four sections: Engineering, Electrical and Electronics, Physics and Mathematics, Chemistry and Medicine.

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Foreign Documents Division

FUNCTIONS AND ACTIVITIES (Cont'd):

Eastern Europe Branch

Covers the Eastern European area in all fields except scientific intelligence, and includes the following countries: Albania, Bulgaria, Czechoslovakia, East Germany, Hungary, Poland, Rumania, and Yugoslavia.

Far East Branch

Covers the Far East area in all fields except scientific intelligence; and includes the following countries: China, [redacted] Korea, Burma, Thailand, Indochina, Malaya, Indonesia, Philippines, Tibet, Mongolia, and the Pacific Islands.

Western World Branch

Covers countries in the Near East, Africa, Western Europe, and Latin America in all fields except scientific intelligence.